

BANYULE / NILLUMBIK LOCAL LEARNING & EMPLOYMENT NETWORK

Board Meeting

Wednesday, June 16th – 7.15am – 8.55am

THE DVLC – Corner of Diamond Creek & St. Helena Roads, Greensborough

1) WELCOME

- a) **Attendance:** Cheryle Michael (Deputy Chair), Kate Rhodes (Executive Officer), Suzanne Crellin, Jane McNally, David Redfearn, Stephen Ward, Katrina McIntyre (Minute Taker)
- b) **Apologies:** Ian Harrop (Chair), Gerry Fogarty, Denise Power, Lindsay Round, Greg Williams.

2) CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- a) **Minutes of previous meeting – Wednesday, May 12th, 2010 confirmed**

Moved: David Redfearn
Second: Jane McNally

- b) **Declaration of Conflict of Interest - Nil**

3) CORRESPONDENCE May – June 2010

Kate noted the letter received from DEECD which approved the Environmental Scan and also detailed some changes that needed to be made to the Strategic Plan.

Kate also highlighted the letter sent to Banyule City Council lobbying for the continuation of CEET funding. Cr Anthony Carbines replied to this letter saying he was also lobbying his colleagues on this matter.

4) BUSINESS ARISING

- a) **Election of Office Bearers**

As there were no official nominations for Treasurer at the last meeting Suzanne Crellin kindly agreed to be the acting Treasurer until somebody was found.

Suzanne said that after looking at the budgets, and due to the increases in funding we will receive due to the new projects starting, it would be best if we recruited somebody to the Board who had the appropriate qualifications to take over the Treasurer role.

- b) **MEAST Funding from DEECD and Workplace Learning Coordination Program**

Cheryle congratulated Kate and the LLEN staff for putting together such a good tender application, noting the hard work that went into it.

- c) **Individual Board Interviews**

Kate said she had been able to meet with all the Board Members since the last meeting except five who had been unavailable.

Kate tabled a summary of the answers she received.

5) REPORTS

- a) **Finance Report**

Suzanne spoke to the Financial Report as tabled. She noted that although almost half way through the year total expenditure is sitting at approximately 31% of the budget.

It was also explained that due to the LLEN receiving the funding for the Workplace Learning Coordination Program we would no longer be able to receive the transitional funding originally

promised by DEECD. It was agreed this item should be asterisked on the Indicative Budget with a note of explanation at the bottom.

b) Risk Management Standing Committee

At the last Risk Management Standing Committee meeting the Conflict of Interest, Risk Management and Finance policies were reviewed and edited as required. A new Conflict of Interest disclosure form was created and distributed at the Board Meeting. It was also decided at the Risk Management

The proposed policies were tabled and approved by the Board.

Moved: David Redfearn
Second: Stephen Ward

c) Strategic Directions Standing Committee

At the last Strategic Directions meeting the letter from DEECD, regarding the three areas of the Strategic Plan which needed to be revised, was addressed. The information they required had already been answered within the LLENs original letter to DEECD which accompanied the Strategic Plan and Environmental Scan, but as they seemed to require more clarification Kate wrote a new letter of response.

Cheryle and Kate had a teleconference with DEECD about the changes they needed to make and Kate requested that all necessary changes they want would have to be put in writing and that the Board would have to approve all changes before resubmission.

Kate explained that there was a range of data that she was expected to get although it is very difficult to find, and those who have the information, i.e.) schools and the Region, are not always willing to hand over the information.

It was suggested that if DEECD wanted the LLEN to base their Strategic Plan on this data then it should be provided by them. DEECD and the individual LLENs could then meet with the Department to develop reasonable targets to measure our performance.

ACTION: Kate to draft a letter to DEECD regarding the difficulty in finding the baseline data they need.

d) Staff Report

6) OTHER BUSINESS

a) CEET Position at the Banyule City Council

Previously discussed under Correspondence

7) HOT ISSUE: Mental Health

Steve presented an overview about the issue of re-engaging the younger cohort and then opened the discussion over to the board for questions and comments.

Meeting Closed 8.45am

**Next Meeting: June 16th – 7.15 to 8.45 with breakfast
Diamond Valley Learning Centre**

